

REGULAR MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Monday, April 9, 2012

CALL TO ORDER. Following due call and notice thereof, Mayor Burns called the meeting to order at 6:00 p.m. in the Council Room, City Hall.

ROLL CALL. Members present: Mayor Robert H. Burns; Council Members: Randi Vick, Tom Murphy, Bob Lemke, and Paul Fisch. Members absent: None. Consultants and City staff present: City Clerk/Administrator Jennifer Feely and Administrative Coordinator Mike Gerardy. Visitors present: Nick Kowalewski and Caledonia Argus Reporter Charlie Warner.

AGENDA APPROVAL. A motion was made by Mayor Burns, seconded by Member Vick, to approve the agenda with the following additions: Bond Counsel and Level 4 Appraisal. All members present voted in favor and the motion was declared carried.

CONSENT AGENDA. A motion was made by Member Vick, seconded by Member Lemke, to approve the consent agenda. Voting in Favor: Burns, Vick, Fisch, and Lemke. Abstaining: Murphy. Voting against: None. The motion was declared carried.

A. MINUTES OF PAST MEETING. To approve the minutes of the Regular Meeting held Monday, March 26, 2012, as presented.

B. APPLICATION FOR TEMPORARY ON-SALE STRONG BEER LICENSE:
AMERICAN LEGION. Attached with the agenda was an application for a temporary on-sale strong beer license from the American Legion at the Veteran's Memorial Field on Thursday, June 28, 2012.

VISITORS AND COMMUNICATIONS.

A. NICK KOWALEWSKI: LIQUOR LICENSE INQUIRY. Nick Kowalewski was present to inquire as to the probability of obtaining the following liquor licenses: on-sale, 3.2 off-sale, Sunday, and 2 A.M. Mr. Kowalewski explained that he may be purchasing the former Hardware Hank building in the near future for the purpose of opening a bar that will serve only sandwiches and have an atmosphere of a sports bar. Mr. Kowalewski went on to share that he had not yet set an opening date, and that the bar would be open seven days a week from approximately 3:00 p.m.-4:00 p.m. in the afternoon until 2:00 a.m. Member Vick inquired about parking. Member Fisch inquired as to whether the proposed location was within 500 feet of a church or school. Discussion ensued. Mayor Burns stated that from the Council's perspective, there are no concerns with approving the liquor license application when it is submitted. City Clerk/Administrator Feely will work with Mr. Kowalewski regarding filling out the necessary liquor license application paperwork and associated fees.

B. ADMINISTRATIVE COORDINATOR TOPICS.

1. ZONING APPLICATION: BLOCK 1 PINE ESTATES. Administrative Coordinator Mike Gerardy shared that a zoning application was received from Robert Oesterle regarding a single family home to be installed on frost piers in block one of Pine Estates. Gerardy shared that according to the City's ordinance, dwellings in an R-1 district are to be placed on a permanent foundation. It was noted that the City's ordinance did not clearly define "permanent foundation". City Clerk/Administrator Feely shared that she contacted the League of Minnesota Cities as well as the City's attorney. Both are of the opinion that without language to the contrary, there is little the City can do to prohibit the installation of a single family home on frost piers until the language of the ordinance is amended to read differently. Discussion

ensued. The consensus of the Council was that frost piers would be acceptable as per the City's ordinance requiring a permanent foundation, however, it was noted that the language of the ordinance should be amended so as to clearly define what constitutes a permanent foundation.

2. PLOW TRUCK UPDATE. Administrative Coordinator Gerardy shared that if a new plow truck was ordered tomorrow, it would not arrive until July or August. It was noted that the cab and chassis portion would total approximately \$80,000, while the plow and dump truck portion would total an additional \$70,000. Discussion ensued. No action was taken.

3. BOB AND JAN KLUG QUESTIONS. Administrative Coordinator Gerardy provided an update with respect to responding to Bob and Jan Klug's concerns regarding the Houston County Justice Center. Gerardy stated that he was still in the process of investigating the various concerns identified by Bob and Jan Klug regarding the Houston County Justice Center.

4. JOHN KLUG. City Clerk/Administrator Feely shared that she was recently contacted by John Klug regarding concerns with noise pollution coming from the industrial park area. Discussion ensued. The consensus was for Administrative Coordinator Gerardy to take random decibel readings in the morning and evening hours, and then revisit the matter at the upcoming meeting. No action was taken.

5. WWTP NEEDS. Administrative Coordinator Gerardy shared that Water/Wastewater Operator Ryan Skillings would like to purchase tools instead of sharing with the Street Department in order to be more sanitary and efficient. Discussion ensued. The consensus of the Council was to hold off on any significant purchases until Skillings could put together a list of needed items in order of priority. No action was taken.

C. COMMUNICATIONS.

1. INVITATION FROM TEC TO ATTEND ANNUAL MEETING. City Clerk/Administrator Feely shared that attached with the agenda was an invitation to attend the annual TEC meeting on April 25 at 7:00 p.m. in Rushford. No action was taken.

2. SEMLM MEETING NOTICE. City Clerk/Administrator Feely shared that attached with the agenda was an email notice regarding the upcoming April 30 SEMLM meeting to be held in Caledonia. The consensus was that Mayor Burns, Member Lemke, and Member Vick would attend the meeting, with the understanding that if Members Fisch and Murphy were able to attend, the City would pay for their registration as well.

3. MNDOT MEETING NOTICE. City Clerk/Administrator Feely shared that attached with the agenda was an email notice from MNDOT regarding an upcoming transportation planning meeting on April 19 at 9:30 a.m. No action was taken.

CLAIMS

A. PREPAID CLAIMS. Following review, discussion and deliberation, a motion was made by Member Fisch, seconded by Member Vick, to approve the Prepaid Claims List for March 2012. All members present voted in favor and the motion was declared carried.

MN Pollution Control Agency	MCPL Permit Annual Fee	1,450.00
Post Board	License Renew	270.00
Straight Forward Software, Inc.	Aquatic Project – Life Line 8	855.00
Bellboy Corporation	Liquor Store – Shelf Numbers	65.89
Caledonia Oil Company	Unleaded	1,862.69
Caledonia Police Reserves	Pass Thru Contribution	200.00

Caledonia True Value	Light – Misc.	121.96
Houston County Auditor	TIF District Annual Maint Fee	451.95
Houston Co. Recorder	Recording Fee	92.00
Northern Beverage Distribution	Liquor Store Inventory	2,513.20
Rippe, Hammell & Murphy	Prosecution Matters	2,416.50
Schott Distributing Co, Inc.	Liquor Store Inventory	6,238.70
Southern Wine & Spirits Co.	Liquor Store Inventory	453.57
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	97.65
Tri-County Firefighters Assn.	Fire Dept. 2012 Dues	50.00
Tri-State Ambulance	Intercept Fee	250.00
Business Financial Planning	Cafeteria Plan	611.33
Caledonia Bakery	EDA – Meeting Refreshments	8.40
City of Caledonia Emp. Assn.	Association Dues	70.00
Commissioner of Revenue	State Withholding	1,342.55
ING Institutional Plan Services	Tax Sheltered Annuity	580.00
Jack Neumann Trucking	Liquor – Freight Expense	40.00
Merchants Bank	Federal/FICA/Medicare	6,415.52
Minnesota Revenue	Wage Levy Letter	431.20
MN Benefit Association	MBA 3-20-12	97.59
NCPERS Minnesota	NCPERS payday 3-20-12	80.00
Public Emp. Retirement Assn.	PERA payday 3-20-12	5,804.66
Steele, Nancy	Liquor Store – 2012 Uniform Allowance	15.19
Wirtz Beverage Minnesota	Liquor Store Inventory	1,720.47
Ziebell's Hiawatha Foods, Inc.	Liquor Store Inventory	56.03
Buttell's Lighting	Bulbs	143.96
Clarey's Safety Equipment	FD – Batteries/Flashlights	365.97
Motorola Solutions, Inc.	AFG/Equipment – Batteries	4,081.00
Petty Cash	Replenish Petty Cash	61.59
Principal Life	Life/Short Term Disability	527.09
Rippe, Hammell & Murphy	General Matters	408.50
Caledonia Conv & Tourism	Tourism	216.13
Caledonia Volunteer Fire Dept.	Relief Association 1 st Quarter	600.00
S.A. & City	Meter Deposit Refund	250.05
Gavin, Mike	Animal Control	75.00
Houston Co. Treasurer	Ho. Co. Collection Site	3,340.00
Houston Fire Department	Fire Dept. Mutual Aid	400.00
M.H. & City	Meter Deposit Refund	250.25
Kohnen, Jessica J.	2012 Clothing Allowance	60.00
D.K. & City	Meter Deposit Refund	250.09
Metro Sales Inc.	PD – Copier Agreement	57.53
S.M. & City	Meter Deposit Refund	250.25
QuarterMaster	Zehnder Uniform Allowance 2012	220.94
B.R. & City	Meter Deposit Refund	250.19
Schott Distributing Co., Inc.	Liquor Store Inventory	4,505.70
Skillings, Ryan	Reimbursement Travel Expense	25.64
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	81.00
J.W. & City	Meter Deposit Refund	250.21
Caledonia Volunteer Fire Dept.	FD – Relief Association	3,000.00
G & F Distributing	Liquor Store Inventory	472.50
Jack Neumann Trucking	Liquor – Freight Expense	56.00
Johnson Brothers Liquor Co.	Liquor Store Inventory	830.80
Motorola Solutions, Inc.	AFG/Equipment	12,001.50

Phillips Wine & Spirits Co.	Liquor Store Inventory	931.60
RDO Equipment Co.	Street Equipment – 2012 JD 544K	25,300.52
Ziebell's Hiawatha Foods, Inc.	Liquor Store Inventory	26.75
Ace Communications Group	Auditorium – Communication Expense	504.40
Commissioner of Revenue	State Withholding	9.36
Merchants Bank	Federal/FICA/Medicare	306.36
Public Emp. Retirement Assn.	PERA payday 3-27-12	225.00
Houston Co. Recorder	Recording Fee	46.00
Mayo Clinic Health System	Health Cards	300.00
MN Dept. of Revenue	Sales/Use Tax March 2012	19,277.00
Northern Beverage Distribution	Liquor Store Inventory	4,340.45
Richard's Sanitation	Recycling Collections March	6,212.70
Schott Distributing Co, Inc.	Liquor Store Inventory	2,179.75
Southern Wine & Spirits of MN	Liquor Store Inventory	1,088.64
Tri-State Ambulance	Intercept Fee	250.00
VISA	Street – Saw Blades	21.09
Business Financial Planning	Cafeteria Plan	611.33
Caledonia Police Association	PD Association Dues	75.00
Commissioner of Revenue	State Withholding	2,176.44
ING Institutional Plan Services	Tax Sheltered Annuity	580.00
Merchants Bank	Federal/FICA/Medicare	10,871.91
Minnesota Revenue	Wage Levy Letter	229.02
Public Emp. Retirement Assn.	PERA Payday 4-3-12	6,744.78
Ace Link Telecommunications	Communication Expense	1,058.67
J.C. & City	Meter Deposit Refund	250.25
Crescendo Consulting LLP	Pool Project Consulting Fees	10,923.13
Extreme Beverage Distribution	Liquor Store Inventory	134.00
D.F. & City	Meter Deposit Refund	125.13
Kraus Oil Company Inc.	Diesel	2,058.00
J.L. & City	Meter Deposit Refund	200.09
Northern Beverage Distribution	Liquor Store Inventory	991.70
K.P. & City	Meter Deposit Refund	250.18
QuarterMaster	PD – Uniforms Stemper	53.97
G.T. & City	Meter Deposit Refund	250.04
J.V. & City	Meter Deposit Refund	250.25
B.V. & City	Meter Deposit Refund	250.25
J.W. & City	Meter Deposit Refund	125.13
		<u>\$ 166,922.83</u>

B. CLAIMS PAYABLE. Following review, discussion and deliberation, a motion was made by Member Vick, seconded by Member Murphy, to approve the Payable Claims List for March 2012, with the exception of the claims submitted for various police department meal reimbursements that resulted from trainings within city limits. All members present voted in favor and the motion was declared carried.

Affordable Technology Sol.	Office Supplies, Anti-Virus Renewal	1,083.35
Airgas North Central	Oxygen/Acetylene	118.60
Alco Discount Store	Phone Minutes, Cell Phone Case	63.57
Artic Glacier Inc.	Ice	100.06
Blue Cross Blue Shield of MN	Health Insurance	23,871.00
Bonanza Grain, Inc.	Maintenance Materials	290.17
Bound Tree Medical	Ambulance Supplies	72.08

Brad's Electric	Cooler Repairs – Liquor Store	193.60
Burroughs Equipment	Vehicle Inspections	200.00
Caledonia Oil Co.	Van Maintenance	117.86
Carquest Auto Parts Store	Battery	188.64
City of Caledonia Utilities	Electric, Water & Sewer	11,101.87
Credit Bureau Data, Inc.	Utility Collection Fees	203.59
Crystal Canyon/Ecowater	Drinking Water	15.13
Curt & Candy's Hardware Hank	Misc.	89.38
Davy Engineering	Engineering Services	9,833.75
Davy Laboratories	Lab's	1,914.34
ECM Publishers	Advertisements	415.71
Expert T Billing	Ambulance Billing	950.00
Farmer's Cooper Elevator Co.	Park Areas – Chemicals	81.00
Farrell Equipment & Supply Co.	Hart Hat & Shovel	78.86
Finance & Commerce	Publishing, 2012 Rehab Project	332.53
Fire Safety USA, Inc.	FD – Batteries	21.55
G & F Distributing	Liquor Store Inventory	108.00
Gopher State One Call	29 Location Notifications	42.05
Hawkin's, Inc.	Pump/Fittings	821.08
Innovative Office Solutions	Office Supplies, Battery Back-Up	508.68
Jack Neumann Trucking	Freight Expense	166.00
Johnson Brothers Liquor Co.	Liquor Store Inventory	3,745.99
Ken's Small Engine	Safety Glasses, Blower & Chain Saw	685.11
League of MN Cities	Registration Fee	20.00
Mathy Construction Co.	Maintenance Materials – Cold Mix	540.27
Mayo Clinic Health System	AED Cards	60.00
Menards	STP – Misc.	3.92
MN Energy Resources Corp.	Natural Gas	4,282.80
Mississippi Welders Supply Co.	Oxygen, Cylinder Deposit	223.27
Motorola Solutions Inc.	Travel Charger	2,493.75
Paustis & Sons Wine Company	Liquor Store Inventory	426.00
Phillips Wine & Spirits	Liquor Store Inventory	2,255.92
Pioneer Manufacturing	Ballpark Marking Chalk	733.16
Precision Office Machines	Shredder Repair	128.00
Quillin's IGA	Liquor Store Inventory	21.48
Resco	Light Inventory 2012 Project	6,407.86
Richard's Sanitation	Refuse Disposal – March 2012	148.05
Ruffridge Johnson Equipment	Coco Mats for Ballfield	163.21
Sam's Club	Membership Dues	221.56
Schilling Supply Company	Towels, Copy Paper	580.33
Schott Distributing Co, Inc.	Liquor Store Inventory	5,228.80
SEMA Equipment, Inc.	Maintenance Parts, Tower 50 Repair Parts	555.61
Seven Rivers Surplus LLC	Sewer – Misc.	39.54
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	82.10
St. Mary Auto Body Shop	3 Tow's	245.82
Star Energy Services	2012 Project	3,922.75
Tri-County Electric	Electric Energy	157,111.78
United Auto Supply, Inc.	Light – Repair Parts	6.15
Verizon Wireless	Communication Expense	207.61
Winona Controls	Auditorium Repair Parts	473.06
Witt's Pharmacy	Ambulance – Supplies	658.92
WWTP MPCA PFA Loan Fund	1993-96 PFA Loan	3,500.00

Zep Sales & Service	Trash Bags, Cleaning Supplies	343.95
Ziebell's Hiawatha Foods, Inc.	Liquor Store Inventory	<u>44.36</u>
		\$ 248,543.58

OLD BUSINESS. None.

NEW BUSINESS.

A. AMBULANCE POWER COT REQUEST. City Clerk/Administrator Feely shared that discussion took place at the March 12 City Council meeting regarding Ambulance Director Mike Tornstrom's need to purchase another ambulance power cot from Stryker EMS. It was noted that the consensus at that time was for Mr. Tornstrom to obtain a firm quote to be included in an upcoming City Council packet for review and approval. Attached with the agenda was a quote from Stryker EMS for the purchase of one (1) ambulance power cot at a cost of \$11,976.00. Discussion ensued. A motion was made by Member Fisch, seconded by Member Vick, to approve purchasing a power cot from Stryker EMS at a cost of approximately \$11,976.00, with the stipulation that the new power cot should not be used until the new ambulance arrives. All members present voted in favor and the motion was declared carried.

B. PURCHASE OF INFLUENT FLOW METER. City Clerk/Administrator Feely shared that Water/Wastewater Operator Ryan Skillings requested permission to purchase a new influent flow meter. Discussion ensued. The consensus was to delay purchasing a new influent flow meter until more research could be done to determine whether the purchase could be delayed. No action was taken.

C. RECOMMENDATION TO HIRE NEW WATER/WASTEWATER SUPERVISOR. City Clerk/Administrator Feely provided an update with respect to the filling of the vacant water/wastewater supervisor position. Discussion ensued. The consensus of the Council was to delay making a recommendation to hire until the continuation meeting scheduled for Thursday, April 12. No action was taken.

D. DESIGNATION OF LEVEL 4 APPRAISER. City Clerk/Administrator Feely shared that based upon the recommendation of the City's engineer, Mike Davy, the City should select a Level 4 appraiser to conduct an appraisal of a possible alternative WWTP site. It was noted that the purpose of the appraisal was to establish a price for an option to purchase land for an alternative site in the future if necessary. Discussion ensued. The consensus of the Council was that it may be necessary to obtain a second opinion as there is not a desire to relocate the WWTP site due to the cost involved with doing so unless absolutely necessary. The consensus of the Council was to select Yaggy Colby as the Level 4 appraiser given that they are located in Rochester.

E. CITY CLERK/ADMINISTRATOR TWO YEAR PERFORMANCE EVALUATION. Mayor Burns stated that the regular meeting would be closed at 9:15 p.m. as permitted by section 13D.05, subdivision 3(a), to evaluate the performance of the City's clerk/administrator, Jennifer Feely. The meeting re-opened at 9:45 p.m. The consensus of the Council was for Councilmembers to fill out their performance evaluation forms and bring back to the continuation meeting to be held on April 12. No action was taken.

CLERK'S REPORT.

A. EMPLOYEE TIME RECORD. Attached with the agenda were the Employee Time Records for March 19, 2012 – April 1, 2012.

B. POLICE OFFICER ACTIVITY LIST. Attached with the agenda was the Police Officer Activity List for March 2012.

C. EDA PROJECT FUNDING. City Clerk/Administrator Feely inquired as to hypothetical projects in which funding should be sought so as to narrow research. Discussion ensued. Feely will research funding options for various projects.

D. FRIDAY FAXES FROM THE LMC. City Clerk/Administrator Feely shared that attached with the agenda were Friday Faxes from the League of Minnesota Cities. Discussion ensued.

E. DISCUSS ANIMAL ORDINANCE. City Clerk/Administrator Feely inquired as to whether the City Council was interested in amending the language of the existing animal ordinance as a suggestion was recently received from a resident that the ordinance be amended to require that animals be tied up in the backyards of properties. Discussion ensued. The consensus of the Council was for the ordinance to be amended to read that dogs chained up in a yard are to be kept at least five feet away from the public thoroughfare or sidewalk. No action was taken as the matter will be revisited at an upcoming meeting.

F. CALEDONIA AQUATIC CENTER CAPITAL CAMPAIGN UPDATE. City Clerk/Administrator Feely shared that USAquatics would be in Caledonia on April 17 at 5:00 p.m. for the purpose of discussing different options for amenities while staying within budget. Discussion ensued. The consensus of the Council is that 2/3 of the total project cost must be in the bank prior to construction getting underway. No action was taken as this item was included for informational purposes.

G. LIFEGUARD STAFFING UPDATE. City Clerk/Administrator Feely shared that due to the fact that most of the applicants for the pool manager and assistant pool manager positions consisted of that of college students, interviews would be conducted by phone with the City's Personnel Committee.

H. PART-TIME LIQUOR STORE STAFFING UPDATES. City Clerk/Administrator Feely shared that two applications were received for Part-Time Liquor Store Clerk positions at the Liquor Store. Feely will review the applications with Liquor Store Manager Patty Gavin to determine if interviews should be scheduled. No action was taken as

I. SOLID WASTE ORDINANCE UPDATE. City Clerk/Administrator Feely shared that the Solid Waste Ordinance will be reviewed at an upcoming meeting prior to adoption. No action was taken.

MISCELLANEOUS ITEMS. None.

CLOSED SESSION. The regular meeting was closed at 9:50 p.m. as permitted by Minnesota Statutes, section 13D.03, to discuss the City's labor negotiation strategy related to the City's negotiations with its Employee Association and its Police Association. The regular meeting was re-opened at 10:43 p.m.

ADJOURNMENT. A motion to recess the meeting until Thursday, April 12, 2012 was made by Mayor Burns, seconded by Member Vick, at 10:45 p.m. All members present voted in favor and the motion was declared carried.

Jennifer Feely
City Clerk/Administrator

Robert H. Burns
Mayor